

**WORKFORCE ATTACHMENT AND ADVANCEMENT  
CONTRACT AMENDMENT #«Field8»  
to the  
WISCONSIN WORKS (W-2) and RELATED PROGRAMS CONTRACT  
for the period January 1, 2002 through December 31, 2003  
by and between  
the Wisconsin Department of Workforce Development  
and  
«Field1»**

It is agreed by the Parties through this Amendment to the Wisconsin Works (W-2) and Related Programs Contract and Amendments to the Contract that the terms of the Contract continue except as amended in this Amendment.

**1. Funds Provided/Period Covered**

Funds are provided to the W-2 agency for the period beginning July 1, 2002, and continuing through December 31, 2003, for Workforce Attachment and Advancement. A contract amount of \$«Field2», will be included on Community Aids Reporting System (CARS) for Workforce Attachment and Advancement. This amount is contingent upon receipt of funds by the Department. Specific funding amounts and the period covered are enumerated at the end of this Amendment.

These funds may be transferred to Workforce Development Boards and Workforce Development Boards may transfer Workforce Attachment and Advancement funds to Wisconsin Works (W-2) agencies. In the event of a transfer of funds a revised contract amount will be issued.

The Department shall have the option to unilaterally deobligate funds and to reallocate these funds to other agencies at the end of the first Contract year and at the end of the Contract as follows:

Mid-period of Contract: The Department may deobligate unexpended funds via a contract adjustment when the budget is underspent by twenty percent (20%) or more on a contract-to-date basis at the mid-period of the Contract.

End of Contract: The Department shall consider unused funds as deobligated funds at the end of the Contract Period, unless the Department grants carry-over authority in writing.

The amount deobligated will be the difference between the threshold and actual expenditures.

**2. Purpose and Service Conditions on the Use of the Funds**

Funds are provided for the administrative costs and services described in the W-2 Agency's Workforce Attachment and Advancement Plan, approved by the Department's Contract Manager. The following items are incorporated by reference into this Amendment: the W-2 Agency's approved Workforce Attachment and Advancement Plan and the Workforce Attachment and Advancement (WAA) Program Local Plan Guidelines For Programs Operated July 1, 2002 – December 31, 2003, (issued by the Department of Workforce Development, Division of Workforce Solutions, dated April 1, 2002).

These funds are to be used for services that will attach and advance individuals to the workforce. These funds are not to be used to duplicate the services or persons to be served under the Wisconsin Works (W-2) and Related Programs Contract.

Expenses for administration of Workforce Attachment and Advancement may not exceed fifteen percent (15%) of the total Workforce Attachment and Advancement expenses.

Eighty-five percent (85%) of these funds are to be spent on program services. These funds may be used to provide the following services to any person who is eligible for the federal Temporary Assistance for Needy Families (TANF) program (when the service is part of the approved plan): job readiness training and job placement services to unemployed persons, basic job skills development to unemployed or recently employed persons, services to assist recently employed persons with job retention, incumbent worker training to promote job advancement and increased earnings, services to employers to assist them in retaining workers and providing workers with position advancement, family preservation and parent training, and transportation associated with WAA activities.

### 3. Plan Modifications and Updates

A Workforce Attachment and Advancement Plan Modification is required by the W-2 Agency in the event the W-2 Agency elects to implement a previously unapproved activity under the W-2 Agency's Workforce Attachment and Advancement Plan.

The proposed modification must describe: what services are proposed to be provided; to whom (including the income eligibility); by what service provider(s); when (time period) and provide an estimated budget.

The Department's Contract Manager, within thirty (30) business days of receipt of the proposed modification from the W-2 Agency, shall notify the W-2 Agency of approval or disapproval.

### 4. Fiscal Conditions on the Earning of the Funds

These funds are earned up to the level in section 1 of this Amendment and under conditions outlined in section 2 of this Amendment.

The Department shall apply these conditions in determining the total final funds earned under this Amendment at the close of the Contract. The amount of the subsequent audit adjustment on the funds in this Amendment shall be based exclusively on the conditions outlined in this Amendment.

### 5. Fiscal and Participant Reporting on the Use of the Funds

Workforce Attachment and Advancement expenses incurred beginning July 1, 2002, and continuing through December 31, 2003, must be reported in accordance with the Department's Policies and Procedures. The Workforce Attachment and Advancement reporting profiles are provided below.

CARS Profile Number	CARS Profile Name
4500	WAA Administration
4501	WAA Education
4502	WAA Work Readiness and Placement
4503	WAA Basic Job Skills and Development
4504	WAA Post Employment Services
4505	WAA Incumbent Worker Training
4506	WAA Employer Services
4507	WAA Family Preservation and Parent Training
4508	WAA Transportation

Program participation must be reported in accordance with the Department's instructions.

## 6. Payment Procedures

These funds shall be paid in accordance with the Department's Policies and Procedures.

The Department shall issue advance payments, each equal to one month's estimated operating costs (total Workforce Attachment and Advancement amount divided by the number of months of the Contract period) in each of the first three months of this Contract. Each month thereafter, the Department shall reimburse expenditures reported on the financial forms required by the Department.

The Department will collect the advanced payments in accordance with the Department's Policies and Procedures. The initial three (3) months of payments will be recouped during the last three (3) months of expense reporting, or when reported expenditures equal or exceed seventy-five percent (75%) of the profile line amount, whichever comes first, for the Contract period.

## 7. Statement of Intent

It is the intent of the parties that the administration of this Amendment shall not be subject to the provisions of the Contract which relate to the Wisconsin Works (W-2) performance standards and failure to serve, but that all of the other provisions of the Contract, including but not limited to the provisions relating to monitoring and corrective action, shall apply to this Amendment.

## 8. Other Terms and Conditions

All other terms of the Contract continue except as amended in this Amendment.

## 9. Specific Funding Amounts

Agency: «Field3»	Agency #«Field4»
Agency Type: «Field5»	Contract Period: 07/01/02-12/31/03

CARS Profile Name	Profile Contract Number	Current Contract Level	Contract Change Amount	New Contract Level
WAA Administration	4500			\$«Field6»
WAA Contract	4550			«Field7»
TOTAL				\$«Field2»

**IN WITNESS THEREOF**, the Department and the W-2 Agency have executed this Amendment on the dates set forth below.

\_\_\_\_\_  
 Ronald F. Hunt, Deputy Division Administrator  
 Division of Workforce Solutions  
 Department of Workforce Development

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 W-2 Agency's Authorized Representative, Title

\_\_\_\_\_  
 Date